

Campden BRI

Job Description

Name: **Vacancy**

Department (and Section where appropriate): **Marketing Communications Department, Design and Production (DAP) Section**

Grade: **G2**

Job Title: **Print room supervisor**

Immediate Line Manager (Job Title): **DAP Manager**

Job Purpose

- To produce high quality printed material using digital printers and ancillary equipment
- To work with the DAP Manager and team to improve print efficiencies and simplify processes and procedures where possible
- To maintain appropriate records and masters of documents and activities
- To coordinate dispatch of corporate mail shots

Main Duties (including % of time spent)

Undertake printing/production of a wide range of printed corporate materials, including course notes, corporate and promotional materials. Distribute materials as requested (80%)

Coordinate ordering of copier and printer paper, as well as printer toner and finishing materials for the print room (10%)

Maintain the digital archiving system, including scanning paper originals to the electronic system (5%)

Liaise with the mail-house and manage the monthly scheduled mailings; assist with the collation and distribution of mail shots (5%)

Knowledge, Skills & Experience

BTEC/HNC/HND or equivalent relevant experience involving working with digital printing equipment

Familiarity with and understanding of Microsoft and related computer packages, and generally good level of computer literacy - including software and hardware associated with digital printing.

Ability to use various print room equipment -e.g. hole-punch, folding and binding machines

Good personal organisational skills

Ability to work to deadlines and schedules

Good attention to detail

KEY TASKS AND RESPONSIBILITIES

1. Communications

Liase with staff at all levels regarding various requirements for producing printed material

Liase with DAP team about print/production set-up of corporate/promotional print requirements.

Liase with suppliers over issues such as quality of paper, performance of equipment, troubleshooting

2. Analytical Skills and Creativity

Deciding on best way to optimise quality and efficiency for each document produced - choice of machines, printer settings, paper type etc. (with training)

Organisation of print room paper stock

Troubleshooting and problem solving with equipment (with training)

3. Management of Activities

Manages own activities - scheduling print jobs and agreeing priorities and deadlines with internal clients and DAP manager and team

4. Management of People

N/A
HOD - Manager - JOB HOLDER

5. Management of Finance and Resources

Management of use of high volume digital printers

Recording print volumes, usage and costs for print room devices

6. Autonomy and Accountability

Autonomous in managing own activities, and in liaising with suppliers about routine items

Lead person in advising on internal print quality

7. Working Environment

Some equipment noisy

8. Other designated job roles (Please tick those applicable)

Technical Panel Secretary
Quality Co-ordinator
Safety Co-ordinator
First Aider

First Aid Leader
Fire Officer
Fire Leader
Out of Hours Service
Software Co-ordinator
Trained internal Auditor
Equipment Officer
Departmental Archivist
Hygiene Manager
Process Hall Manager
Event Director
Risk Assessor
Biological Safety Officer
Safety Representative
Safety Committee Member
Sample Receipt Steward

Designated Driver

DSE User - Yes

Manual Handler

Signed & Dated

Job Holder Date

Line Manager Date